

LETTER TO REPRESENTATIVE

To: _____

Representative Information:

Full Name: _____

Title/Position: _____

Organization/Company: _____

Address: _____

Phone/Email: _____

Sender Information:

Full Name: _____

Title/Position: _____

Organization/Company: _____

Address: _____

Phone/Email: _____

Purpose of Letter

This letter serves as a formal communication to the Representative named above, authorizing and requesting their assistance and representation in matters concerning legal, administrative, or governmental affairs as specified by the sender. The Representative is entrusted to act in good faith, with due diligence, and within the bounds of applicable United States law.

Authority and Scope

The Representative is hereby granted full authority to act on behalf of the sender in the designated matters, including but not limited to attending meetings, submitting documents, negotiating terms, and receiving information pertinent to the subject of representation. This authority is limited to the scope explicitly described herein and shall not extend beyond unless stated in a subsequent written amendment.

Responsibilities and Obligations

The Representative shall exercise reasonable care and professionalism in carrying out duties, ensuring confidentiality of sensitive information, and complying with all relevant legal and ethical standards. The Representative shall keep the sender informed of all significant developments and decisions made on their behalf.

Term and Termination

This representation shall remain in effect until revoked in writing by the sender or upon fulfillment of the specified purpose. Either party may terminate this authorization at any time by providing written notice to the other party. Termination does not affect actions taken prior to notice.

Indemnification and Liability

The sender agrees to indemnify and hold the Representative harmless from any claims, liabilities, or expenses arising from lawful actions taken in good faith within the scope of this representation. The Representative shall not be liable for any incidental or consequential damages resulting from the authorized activities.

Governing Law and Jurisdiction

This Letter to Representative shall be governed by and construed in accordance with the laws of the United States of America and the applicable state law. Any disputes arising under or in connection with this Letter shall be subject to the exclusive jurisdiction of the state or federal courts located within the appropriate venue specified by the sender.

Miscellaneous

This Letter constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior understandings. Any amendments or modifications must be in writing and signed by both parties. If any provision is found invalid, the remainder shall remain in full force and effect.

SENDER'S SIGNATURE

REPRESENTATIVE'S SIGNATURE

Signature: _____

Signature: _____

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